

**MEETING OF THE  
BOARD OF LIBRARY TRUSTEES**  
**March 26, 2018 [rescheduled from March 13 due to snow]**  
**MINUTES**

**Call to Order**

Chairperson Adam Delmolino called the meeting to order at 7:15 pm, and in attendance were trustees Heather Calvin, Kathy Fennelly, Amy Hampe, Joyce Radochia, and Lois Rho. Jonathan Gates participated remotely via Skype. Andrea Nicolay, library director, and Maura Deedy, assistant library director were in attendance.

**Approval of Minutes (vote needed)**

Trustees reviewed the minutes of the February 13, 2018 meeting. Ms. Fennelly moved to approve the minutes. Ms. Calvin seconded the motion. The board approved the minutes. Ms. Rho and Ms. Hampe abstained.

**Approval of Special Meeting Minutes (vote needed)**

Trustees reviewed the minutes of the Special February 26 2018 meeting regarding the Reimagining Our Libraries project. Ms. Nicolay shared comments she received from board members. Ms. Fennelly moved to approve the minutes as amended. Ms. Hampe seconded the motion. The board approved unanimously.

**Community Time**

No members of the community were present.

**Safety in the Library**

Ms. Nicolay shared staff communications regarding approaches to safety and security in the library. When behavior that is in violation of the Patron Conduct Policy is brought to the attention of staff, and the staff member intercedes, they complete an Incident Report. Ms. Nicolay highlighted the work of the APD Jail Diversion Clinician who is an important resource for utilizing de-escalation techniques.

**Problem Patron Procedure**

Ms. Nicolay brought forward the Problem Patron Procedure for review. It was suggested that this procedure is an internal document and should be removed from policies list. Ms. Nicolay further stated that the procedures will be edited down as they are cumbersome; she trusts staff to make judgement calls during emergency and nonemergency situations, and procedures that are overly detailed can hamper timely action. It was discussed that if there are statements in the document that are important to make public, for example the age of a child can be visiting the library without an adult. The board requested to see a revised procedure.

### **Reimagining Our Libraries Public Relations Strategy**

Ms. Nicolay, Ms. Calvin and Mr. Delmolino met with Mr. Adam Chapdelaine, Town Manager, on Monday March 26 to review the Reimagining Our Libraries design presentation. He provided strategies for discussing the project with the public, municipal boards, and the Board of Selectmen. The conversation included discussing grant opportunities, private fundraising and use of municipal funds.

### **FY19 Budget Update**

The Town Finance Committee approved the revised FY19 Library budget.

### **Winfield Robbins Art Prints Appraisal Update**

A draft summary was presented by the consultant, and Nancy Gentile is formulating a response with some additional questions. The summary draft will be presented ahead of the next board meeting.

### **Director's Report**

Ms. Nicolay presented the report and highlighted some staff projects including staff identifiers and activities to support the Town's plastic bag ban.

### **Foundation Liaison Update**

Ms. Nicolay updated the Foundation on the schematic designs from Ann Beha Architects.

### **Friends Liaison Updates**

Ms. Radochia attended the most recent Friends of Robbins Library meeting. They have several upcoming programs including a silent film, magazine giveaway and Children's book sale. Mr. Delmolino reported there was no Friends of Fox Branch Library meeting in February.

### **Communications**

There were no communications received.

### **Unanticipated Items**

### **Date of Next Meeting: April 10, 2018**

The date of the next meeting will be Tuesday, April 10, 2018.

### **Adjournment (vote needed)**

Ms. Fennelly moved to adjourn. Adjournment was approved unanimously. Meeting adjourned at 9:20 p.m.

### **Materials Distributed:**

- March 2018 Meeting Agenda
- February 13 2018 Meeting Minutes

- February 26 2018 Special Reimagining Our Libraries Meeting Minutes
- Problem Patron Procedures
- February 2018 Director Report